



# Love Your Block, Austin!

## Grant Committee Review Guidelines & Application 2014

## PROJECT OVERVIEW

### Description of the Program

Love Your Block, Austin! is a program funded by Cities of Service, a coalition of mayors that focuses on finding new and innovative ways to prioritize service within city government through its Impact Volunteering Fund. City of Austin's Mayor Lee Leffingwell has been a member of this coalition since 2010. Cities of Service's Impact Volunteering Fund is supported by Bloomberg Philanthropies and offers several blueprints for service projects, including Love Your Block.

This program provides competitive grants to neighborhood groups to purchase the supplies needed for their improvement project, and it coordinates city government services as needed to support the effort. While the grant and the City of Austin services are strong forms of support, Love Your Block, Austin! encourages its applicants to use volunteers as the strongest tool in their community-focused efforts. Neighbors know the most about their community, and neighbor volunteers can affect the most change in their community.

Love Your Block, Austin! projects can include tree planting, vacant lot clean-up, graffiti removal, and community garden development. However, projects can expand beyond these examples and can include trail maintenance, recycling sites, alternative crime watch methods, and more. Creative proposals are welcome!

Lastly, Love Your Block, Austin! wants to specifically support projects that take place in Austin's traditionally underserved neighborhoods. In line with the City of Austin's comprehensive plan, Imagine Austin, the Mayor's Office is working towards a more livable Austin - a city where all residents have access to quality living in well-maintained and stable neighborhoods. Love Your Block, Austin! aims to support residents in their efforts to bring the best out of their community!

## Important Dates of Love Your Block, Austin! :

<b>May 1, 2014</b>	<b>Grant Review Committee Applications Due:</b> Electronic applications due by midnight; mailed applications must be stamped by April 29
<b>May 19, 2014</b>	Grant Review Committee selected by City of Austin's Love Your Block Committee
<b>May 26, 2014</b>	Grant Review Committee Orientation (Tentative date depending on location and committee members' schedules)
<b>June 1, 2014</b>	<b>Neighborhood Project Applications Due:</b> Electronic applications due by midnight; mailed applications must be stamped by May 30
<b>June 16, 2014</b>	Grant Review Committee's First Round of Evaluations Due
<b>June 23, 2014</b>	Grant Review Committee's Final Deliberation (Tentative date depending on location and committee members' schedules)
<b>June 30, 2014</b>	Successful Neighborhood Project Grantees announced
<b>July 12, 2014</b>	Grantee Orientation
<b>October 31, 2014</b>	Deadline for projects' completion and report submission

## Questions?

If you have any questions about this application or the Love Your Block, Austin! grant award program in general, please do not hesitate to contact us at [loveyourblock@austintexas.gov](mailto:loveyourblock@austintexas.gov) or by calling 512-974-2250.

# PROJECT GUIDELINES

## Grant Review Committee Eligibility

In order to be eligible for consideration, applicants must:

- Provide proof of residency within the greater Austin area (which includes extra-territorial jurisdiction) for a minimum of one (1) year
- Have a minimum of three (3) years' experience of engaging with or volunteering for your community; this can include participating in your neighborhood association, volunteering at a local school, hosting neighborhood activities, and more
- Submit necessary documentation:
  - Copy of driver's license or identification card
  - Proof of residency
  - Resume or C.V.
  - Optional: Letter of recommendation

\*\*\* City of Austin Employees are NOT eligible to participate as reviewers, provided that Mayor Leffingwell's Office receives qualified applicants for the Grant Review Committee\*\*\*

*Note: Grant Review Committee applicants will be made anonymous by the Love Your Block program coordinator for the Grant Review Committee members' selection process. The purpose is to foster open communication regarding Grant Review Committee applicants.*

## Grant Review Committee Expectations

- Candidates selected for the Grant Review Committee are required to attend the Grant Review Committee Training and should be prepared to spend a number of hours dedicated to this project.
- Grant Review Committee members are expected to review and evaluate each application thoroughly and in accordance with the criteria outlined in the orientation materials, given at the Grant Review Committee orientation meeting.
- Reviewers are expected to score applicants objectively without bias or regard to any prior relationships with the applying organization, its employees, agents, or representatives and must be prepared to excuse themselves from judging any proposal that they are unable to objectively review.
- Each member of the Grant Review Committee will be charged with the responsibility of protecting the applications and guaranteeing non-disclosure of any information or materials contained in the applications prior to awards.
- This is a non-paying, volunteer position. No compensation of any kind will be provided. Mayor Leffingwell's Office with the City of Austin will, upon request, provide

documentation outlining the duties and responsibilities of the Grant Review Committee such as an employer may require.

- Membership on the Grant Review Committee ends when the Love Your Block selection activity has been completed
- The City of Austin wants to ensure that the Love Your Block, Austin! grant review process is fair and inclusive of the city's unique population. The selection process of Committee members will reflect the City of Austin's conscious commitment to diversity and inclusiveness. Therefore, the composition of the Grant Review Committee will embody Austin's eclectic spirit and broad diversity.

## Grant Review Committee Application Submission

### Checklist

- ☐ Copy of driver's license or identification card

*\*Note: If completing the application online, you must upload a scan of your identification (PDFs and Images are acceptable)*

- ☐ Resume or C.V.

*\*Note: If completing the application online, you must upload this document (Microsoft Office, PDFs, and Text Files are acceptable)*

- ☐ Completed application

### Submission

You may submit an application and required attachments in any of the following ways\*:

**Online:** Electronic application at [www.austintexas.gov/mayors-office/loveyourblock](http://www.austintexas.gov/mayors-office/loveyourblock)

**E-Mail:** [loveyourblock@austintexas.gov](mailto:loveyourblock@austintexas.gov)

**Fax:** 512-974-2337

**Post:** Office of Mayor Leffingwell  
c/o Austin's Love Your Block  
P.O. Box 1088  
Austin, TX 787

\* All applications will be confirmed within 48 hours of submission. If you do not receive confirmation within 48 hours, please contact by writing to [loveyourblock@austintexas.gov](mailto:loveyourblock@austintexas.gov) or by calling 512-974-2250



## Love Your Block, Austin! Grant Review Committee Application 2014

**Name:**

**Home Address:**

**Best Phone #:**

**Alternate Phone #:**

**Email Address:**

**Employer:**

**Title/Position:**

**Please Enclose:**

☐ **Proof of residency (Copy of ID Card, Utility Bill etc.)**

☐ **Resume or C.V.**

*By signing below, the applicant certifies he or she has read and understood the Austin's Love Your Block Summary & Grant Review Committee Guidelines and that all information contained within this application is true and correct to the best of his or her knowledge.*

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**Name (print)**

**Signature**

**Please respond to the following:**

Please briefly describe your community involvement experience:

Please briefly describe your qualifications to serve as a Love Your Block reviewer:

Please briefly describe why you wish to serve on the review board: